

August 28, 2025

CRISLIN B. CRUZ-CORTEZ
Director
Business and Resource Generation Office
Visayas State University
Visca, Baybay City, Leyte

Dear Mam Cortez,

Re: For Hiring - ADMINISTRATIVE AIDE VI (Clerk III)

I'm writing to express my interest in potential Administrative Aide VI role at Business and Resource Generation Office. With years of experience as sale executive and as a supervisor from my previous company providing organizational support, I am confident in my ability to contribute to the efficiency and success of your team.

In my previous role at Acro Distribution and Logistics, Inc., as Supervisor — I coordinated schedules, handled correspondence, and streamlined office processes, resulting in improved operational efficiency. I take pride in maintaining well-organized environments and ensuring that daily tasks run smoothly. My strong communication and problem-solving skills have allowed me to support teams and leadership effectively.

As someone who thrives in a fast-paced setting, I'm highly adaptable, and enjoy finding ways to improve workflows and maintain organization. I would welcome the chance to contribute my skills and experience to your organization.

Thank you for your time and consideration. I look forward to the opportunity to discuss how I can support your team's success.

Sincerely,

Christopher John M. Sta. Iglesia
Admin Aide III